

ASSISTANT DIRECTOR'S MEETING

AGENDA

Director's Conference Room, First Floor  
Administration Building  
On Monday, 9 November 1953 at 1100 Hours

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|--|-----------------|
| 1. Loose Talk  | Mr. Dulles      |
| 2. Monthly Letters from the Field                    | General Cabell  |
| 3. Personnel   | Mr. Kirkpatrick |
| 4. Security Clearances                               | Dr. Kent        |
| 5. Budget  | Colonel White   |
| 6. A Joint Committee on Intelligence<br>Affairs      | Mr. Dulles      |
| 7. Executive Order on Classification<br>of Documents | Colonel White   |

9 November 1953

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# STAFF CONFERENCE

Minutes of Meeting Held in Director's  
Conference Room, Administration Building  
Monday, 9 November 1953, at 1100 Hours

Mr. Dulles Presiding

Lieut. Gen. Charles P. Cabell, Deputy Director of Central Intelligence  
Frank G. Wisner, Deputy Director for Plans  
Robert Amory, Jr., Deputy Director for Intelligence  
Col. Lawrence K. White, Acting Deputy Director for Administration  
Lyman B. Kirkpartick, Inspector General  
H. Marshall Chadwell, Assistant Director for Scientific Intelligence  
Sherman Kent, Assistant Director for National Estimates  
George G. Carey, Assistant Director for Operations  
Huntington D. Sheldon, Assistant Director for Current Intelligence  
James M. Andrews, Assistant Director for Collection and Dissemination  
James Q. Reber, Assistant Director for Intelligence Coordination  
Col. Matthew Baird, Director of Training  
[redacted] Deputy Assistant Director for Communications  
Col. Sheffield Edwards, Assistant Deputy, Security Office  
[redacted], Acting Personnel Manager  
[redacted] Acting Comptroller  
[redacted] Auditor in Chief  
James Garrison, Chief of Logistics  
Lawrence R. Houston, General Counsel  
[redacted], Deputy Chief, General Services Office  
Richard Helms, Chief of Operations  
Tracy Barnes, Chief [redacted]  
[redacted] Chief, Planning and Program Coordination Staff  
[redacted], Chief for Technical Support  
[redacted] Chief of Administration, Office of DD/P  
[redacted] Chief of FI Plans representing Chief, FI  
[redacted]  
Dr. John R. Tietjen, Chief, Medical Staff  
John Warner, Executive Officer for DD/A  
[redacted] Executive Assistant to the Director  
[redacted] Assistant to the Director  
[redacted] Assistant to the Director  
[redacted] Assistant to the Director

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1. Loose Talk

Mr. Dulles warned that members of the Agency must not make statements that could be interpreted as an attack upon the rights of individuals. In this connection he mentioned such a statement quoted in a weekly magazine concerning [redacted]

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2. Monthly Letters from the Field

General Cabell explained the purpose of the new "Monthly Letters from the Field," pointing out specifically that such Letters would not constitute an action channel but would serve only to keep the Director, the Deputy Director and DD/P apprised of conditions, gripes, problems, etc., that face the Field Stations. It was noted, however, that where appropriate excerpts could be made and sent to all interested parties.

3. Personnel

Mr. Kirkpatrick reiterated remarks made in previous meetings regarding the need for supervisors to take a greater interest in personnel management and announced that he was drawing up a plan for a training course for supervisors.

4. Security Clearances

Dr. Kent, citing cases where a prospective employee was turned down by the Security Office after six months of investigations or where Consultants were terminated for security reasons after being used, asked if he couldn't use a direct approach in informing these people why we could not employ them. Mr. Dulles pointed out that it would be impossible to generalize in these matters and that each would have to be considered on a case by case basis. He asked Dr. Kent to arrange a meeting to include himself, General Cabell, Colonel Edwards, and such others as Dr. Kent desired. (This was settled, however, without the need of bothering the Director.)

5. Budget

Colonel White gave a status report of discussions with the Bureau of the Budget, noting that the Bureau seemed well impressed and that in general the situation looked favorable. Mr. Dulles spoke of a discussion that he had with Mr. Macey during which the Director outlined CIA policy regarding our reserve. It is Agency policy to spend the reserve only under a mandate from the National Security Council. Colonel White re-emphasized the need for restricting liaison with the Bureau of the Budget to the Comptroller, pointing out that now that members of the Bureau of the Budget had gotten to know more people in CIA they were inclined to call direct and, for our own protection, it is essential that the Comptroller know all information that has been passed to Budget.

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6. A Joint Committee on Intelligence Affairs

The Director, mentioning the Mansfield proposal to establish a Joint Congressional Committee on Intelligence Affairs, stated that this Agency did not want to give the impression of fighting such a Committee and that we should avoid being drawn into discussions regarding it.

7. Executive Order on Classification of Documents

Colonel White gave a brief resume of the proposed Executive Order on Classification of Documents.

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